NASA

CLASSIFICATION MODULE

QUICK REFERENCE GUIDE FOR MANAGERS

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The ADS Classification Module automates many time-consuming steps in the classification process. Human Resource Specialists and Managers can create a document package that includes a Position Description, Evaluation Statement, Interview Guide, Performance Plan, all fully integrated. In addition, the user can view universal Core Competencies and Interview Tips. Because the Classification Module is accessible through an Internet browser, a Manager or HR Specialist can complete the classification process quickly and efficiently from anywhere, anytime. This Quick Reference Guide will help you navigate through the Classification Module to access the information noted above as well as much more.

To build a Position Description for a single grade position, see "To Create and Edit a Regular Position Description (PD)" below. To create a career ladder, supervisory, team lead, interdisciplinary, or research position, see "Create a Specialized Position".

TO CREATE AND EDIT A NEW REGULAR POSITION DESCRIPTION (PD)

1. Select **CREATE A REGULAR POSITION** from the Classification Main Menu. NOTE: You must complete Steps 1 through Step 12 before exiting ADS, or your work will not be saved.
2. Select a Pay Plan and Grade. Note: If you want to review duties for more than one grade, hold down the "Ctrl" button on your keyboard while you click your choices. *Another option: typing in words or phrases under WORD SEARCH is another way to search for duties. After typing in the words or phrases, then go to step 5.*
3. Select a Job Category; Enter a specific Series (max. of five), or NASA Classification Code (NCC).
4. If you are starting with a broad job category, you can further refine the number of duty areas from which you will be choosing by clicking **I WANT TO USE JOB TITLES IN MY SEARCH.** *This is an optional but useful step.* If you do not want to use job titles, go now to step 5. Otherwise, click **SEARCH FOR DUTIES**. You will see one new text box for every job category you selected. Click the Job Titles you desire. NOTE: If you are selecting more than one title, hold down the "Ctrl" button on your keyboard while you click your choices.
5. Select **SEARCH FOR DUTIES**. Check all the duties that you want to include in your PD. Select **ADD MAJOR DUTY AREAS TO POSITION.**
6. Make sure all duties you wish to include are listed on the screen. NOTE: Your selections will no longer have check marks in front of them. *If all duties are included*, click **CLASSIFY**

THIS POSITION. To change, click **REMOVE SELECTED DUTIES** or **SEARCH FOR ADDITIONAL DUTIES**.

7. Enter the approximate percentage of time that will be spent in each duty area. NOTE: You can allocate up to 100% of time. Select **CLASSIFY.**
8. The next screen gives you NCC Subgroup options to select from. Make your selection and then click **SELECT**.
9. The next screen gives you NCC Specialty Code options to select from. Make your selection and then click **SELECT**.
10. If you are satisfied with the resulting classification, click **ACCEPT CLASSIFICATION**. If you do not agree, go back to steps 7 and 8 and make adjustments on this screen and then click **CLASSIFY**.
11. Enter a file name. This will be the name you search for in My Position Files in the future, whenever you wish to pull up *any* document associated with this PD. Select **SAVE POSITION FILE**.
12. A screen will appear to verify that your document package has been created and saved. You can now View the Document Package or Return to the Classification Main Menu.
13. To review the generated documents, select **VIEW DOCUMENT PACKAGE**.
14. The information for the position you just classified will appear. Click the links on the left side menu to access other position documents associated with this position. For example, to view the position description, click **POSITION DESCRIPTION**.
15. To update any data on the Position Information screen, you must click **SAVE** at the bottom of the screen for the information to update. The Position Information page serves as a cover sheet for the PD.
16. To add "Other Significant Facts" to the PD and/or Vacancy Announcement, click on the applicable elements at the bottom of the Position Information screen. Click **SAVE** at the bottom of the screen and the selected items will be added to the PD and/or Vacancy Announcement.
17. To revise the *duties or percentages of time* in your PD click **MODIFY POSITION** located on the left side menu. This will return you to your list of major duties.
18. To revise the *verbiage of existing duties* in your PD (or in any document), click on the name of the document from the left menu. Click **EDIT DOCUMENT** at the bottom of your screen. Click in the text box for the verbiage that you want to edit. Make your edits (additions or deletions of text). When you have made all edits, you MUST click **SAVE** at the bottom of the screen. Your screen will return to the full screen view of the document.

CREATE A SPECIALIZED POSITION (CAREER LADDER, TRAINEE, SUPERVISORY, TEAM LEADER, INTERDISCIPLINARY, RESEARCH, SENIOR, OR FOREIGN SERVICE POSITION)

TO CREATE A CAREER LADDER POSITION

1. Select **CREATE A SPECIALIZED POSITION** from the Classification Main Menu. NOTE: You must complete Steps 1 through Step 12 before exiting ADS, or your work will not be saved.

2. Select a **I WANT TO CREATE A CAREER LADDER POSITION** and then click on **CONTINUE**.

   If you want to include Grade 5 and 7 Trainee positions in the ladder, select **I WANT TO CREATE A TRAINEE POSITION**, and then click **CONTINUE.**

3. Select a Pay Plan and and then hold down the "Ctrl" button and click on **all grades** you want included in the career ladder.
4. Select a Job Category; Enter a specific Series (max. of five), or NASA Classification Code (NCC).
5. If you are starting with a broad job category, you can further refine the number of duty areas from which you will be choosing by clicking **I WANT TO USE JOB TITLES IN MY SEARCH.** *This is an optional but useful step.* If you do not want to use job titles, go now to step 6. Otherwise, click **SEARCH FOR DUTIES**. You will see one new text box for every job category you selected. Click the Job Titles you desire. NOTE: If you are selecting more than one title, hold down the "Ctrl" button on your keyboard while you click your choices.

6. Select **SEARCH FOR DUTIES**. Check all the duties that you want to include in your PD. Select **ADD MAJOR DUTY AREAS TO POSITION.**

7. Make sure all duties you wish to include are listed on the screen. NOTE: Your selections will no longer have check marks in front of them. *If all duties are included*, click **CLASSIFY THIS POSITION**. To change, click **REMOVE SELECTED DUTIES** or **SEARCH FOR ADDITIONAL DUTIES**.

8. Enter the approximate percentage of time that will be spent in each duty area. NOTE: You can allocate up to 100% of time. Select **CLASSIFY.**

9. The next screen gives you NCC Subgroup options to select from. Make your selection and then click **SELECT**.
10. The next screen gives you NCC Specialty Code options to select from. Make your selection and then click **SELECT**.
11. If you are satisfied with the resulting classification, click **ACCEPT CLASSIFICATION**. If you do not agree, go back to steps 8 and 9 and make adjustments on this screen and then click **CLASSIFY**.

12. Enter a file name. This will be the name you search for in My Position Files in the future, whenever you wish to pull up *any* document associated with this PD. Select **SAVE POSITION FILE**.

13. A screen will appear to verify that your document package has been created and saved. You can now either View the Document Package or Return to the Classification Main Menu.

    ADS automatically classifies each position in the career ladder, dividing the percentage of time spent in each major duty area equally, as well as assigning the correct PATCO category, title, etc.

14. To review the generated documents, select **VIEW DOCUMENT PACKAGE**.

    The **POSITION INFORMATION** screen will appear for all grades in the ladder. Any updates to the **POSITION INFORMATION** screen will update for all grades in the ladder. Each of the grades included in the ladder will be listed in the left side menu. Click **GRADE (X) DOCUMENTS** to access the position file documents for that grade. All the elements associated with this file will now appear in an expanded menu.

15. To change the percentage of time for duties in a particular grade, click **MODIFY POSITION** located on the left side menu.

16. Click **CLASSIFY THIS POSITION** at the bottom of the screen. The POSITION CLASSIFICATION screen will appear. You can change the percentages of time. NOTE: The total percentages cannot be greater than 100. Click **CLASSIFY.** The screen will "flash" then regenerate with all information entered for the position. If you have created a position that could be described by more than one series or title, a screen will appear listing all the options. Choose the desired option and click **SELECT**.

17. If you are satisfied with the resulting classification, click **ACCEPT CLASSIFICATION**. If you do not agree, go make adjustments to the percentages of time and click **CLASSIFY** again.

18. You can change the file name or keep as is. Click **SAVE POSITION FILE**.

19. A screen will appear to verify that your document package has been created and saved. Click **VIEW DOCUMENT PACKAGE** to review the generated documents.

TO BUILD A TEAM LEAD POSITION

1. Select **CREATE A SPECIALIZED POSITION** from the Classification Main Menu. NOTE: You must complete Steps 1 through Step 12 before exiting ADS, or your work will not be saved.

2. Select a **I WANT TO CREATE A TEAM LEAD POSITION** and then click on **CONTINUE**.
3. Choose a Job Category or enter a specific series (max. of five), or NASA Classification Code (NCC). If you are starting with a broad job category and are not searching by series, you can further refine the number of duty areas from which you will be choosing by clicking **I WANT TO USE JOB TITLES IN MY SEARCH.** *This is an optional but useful step.* In lieu of searching by Job Category, you may search by occupational series. To do this, type in the series in the box provided.

4. Select a Pay Plan and then hold down the "Ctrl" button and click on all grades you want included in the search for duties. The grade(s) selected should be the **grade(s) of the duties** that the individual **will lead**. It is not the overall grade of the position that you are building. *For supervisory positions, the **grade(s)** should be the **grades(s) of the non-supervisory duties** that the individual will perform.*

5. Click **SEARCH FOR DUTIES**. If you are searching by *series or broad job categories*, proceed now to step 6. If you are using *job titles* in your search, the screen will now display specific job titles you can choose from within each job category you selected. Click on the title(s) you want to include and click **SEARCH FOR DUTIES**. NOTE: If you are selecting more than one title, hold down the "Ctrl" button on your keyboard while you click your choices.

6. Check all the major duty areas you want to include in your PD. Click **ADD DUTIES TO POSITION**.

7. Make sure all major duty areas you wish to include are listed on the screen. NOTE: Your selections will no longer have check marks in front of them. In addition to the 'functional' duties that you selected, you will see a duty that addresses team leader responsibilities. *If all duties are included*, click **CLASSIFY THIS POSITION**. *If not*, click **REMOVE SELECTED MAJOR DUTY AREAS** or **SEARCH FOR ADDITIONAL MAJOR DUTY AREAS** to modify.
8. Enter the approximate percentage of time that will be spent in each duty area. NOTE: You can allocate up to 100% of time. *The team leader duty will not have a series or grade assigned to it*. Select **CLASSIFY**.
9. Your screen will "flash" then regenerate with all information entered for the position. If you have created a position that could be described by more than one series or title, a screen will appear listing options for the position title. Choose the desired option and click **SELECT**.
10. The next screen gives you NCC Subgroup options to select from. Make your selection and then click **SELECT**.
11. The next screen gives you NCC Specialty Code options to select from. Make your selection and then click **SELECT**.
12. If you are satisfied with the resulting classification, click **ACCEPT CLASSIFICATION**. If you do not agree, go back to steps 9 and 10 and make adjustments.
13. Enter a file name. This will be the name you search for in My Position Files in the future, whenever you wish to pull up *any* document associated with this PD. Select **SAVE POSITION FILE**
14. A screen will appear to verify that your document package has been created.
15. To review the generated documents, select **VIEW DOCUMENT PACKAGE.**
16. The information for the position you just classified will appear. Click the links on the left side menu to access other elements associated with this position. For example, to view the position description, click **POSITION DESCRIPTION**.
17. To revise the *duties or percentages of time* in your PD click **MODIFY POSITION** located on the left side menu. This will return you to your list of major duties.
18. To revise the *verbiage of existing duties* in your PD (or in any document), click on the name of the document from the left menu. Click **EDIT DOCUMENT** at the bottom of your screen. Click in the text box for the verbiage that you want to edit. Make your edits (additions or deletions of text). When you have made all edits, you MUST click **SAVE** at the bottom of the screen. Your screen will return to the full screen view of the document.

TO BUILD A SUPERVISORY-LEVEL PD

1. Select **CREATE A SPECIALIZED POSITION** from the Classification Menu.
2. Select **I WANT TO CREATE A SUPERVISORY POSITION** and then click **CONTINUE.**
3. Choose the base level of work supervised, the pay schedule (GS or WG), and click **CONTINUE**.
4. Select the reporting level of the supervisor, and click **CONTINUE**.

5. Select the desired grade of the position and whether or not the position will be 100% supervisory, and then click **CONTINUE**. If you selected 100% supervisory, go to step 6. If you selected non-supervisory duties for the position, go to step 7 below.
6. If you selected 100% supervisory, then select the pay plan, series, and title for the position. The word "Supervisory" will automatically be inserted as the first word in the title. For example, if you want the title to be "Supervisory Contract Specialist", type in "Contract Specialist" in the block for title. Then click on **CONTINUE**. To complete the process, refer to steps 12 through 17 in "TO BUILD A TEAM LEAD POSITION" from the previous section above.
7. If you selected "I want to add non-supervisory duties of the job", refer to steps 3 through 18 in "TO BUILD A TEAM LEAD POSITION" from the previous section above.

Note: In building the Supervisory PD, a major duty area will appear that addresses supervisory responsibilities. A series and grade will be assigned to this duty. This is in contrast to the "leader" duty in the leader position for which a series and grade is not assigned.

TO CREATE AN INTERDISCIPLINARY POSITION

1. Select **CREATE A SPECIALIZED POSITION** from the Classification Main Menu. Select **I WANT TO CREATE AN INTERDISCIPLINARY POSITION** and then click **CONTINUE**.
2. Enter the applicable occupational series and grade level.
3. Refer to steps 2 through 18 under "Create a Regular Position."

TO CREATE A RESEARCH POSITION

1. Select **CREATE A SPECIALIZED POSITION** from the Classification Menu. Select **I WANT TO CREATE A RESEARCH POSITION** and then click **CONTINUE**.
2. Select the highest level (only one selection) for each research category and then click **CONTINUE**.
3. Based on the selections, the grade of the research position will appear.
4. Refer to steps 2 through 18 under "Create a Regular Position."

TO VIEW, EDIT OR DELETE SAVED PD FILES

1. Click **MY POSITION FILES** from the Main Menu.
2. Click the File Name of the position file that you wish to view, **or** you can search for files by pay plan, grade, series, position title, or file name. To initiate the search, click on **SUBMIT.**
3. To *edit* the PD file, refer to "TO EDIT AN EXISTING DOCUMENT" below.
4. To *delete* a PD file, go back to MY POSITION FILES. Check the box on the right hand side of the screen next to the position you wish to delete. Click **DELETE CHECKED POSITION FILES**.

TO SAVE A POSITION FILE AS ANOTHER NAME

1. Open an exisiting position file.
2. At the left side menu, click on **SAVE TO ANOTHER FILE.**
3. Enter a new file name, and then click on **USER PICK LIST** to select a user account in which to save the file. The account can be your own or that of another user (your user account will always be the default).
4. Click on **SAVE POSITION FILE**.

TO EDIT AN EXISTING DOCUMENT

Below is guidance on editing various documents in an ADS position file.

1. Position Information Screen and Other Significant Facts - Enter changes in the appropriate blocks on the Position Information Screen. Click on the Other Significant Fact elements that you want to add to the PD and/or Vacancy Announcement. To de-select an item, hold down the control key and click on the item. After all changes are made, click **SAVE** at the bottom of the screen.
2. Position Description – Display the PD on the screen. Click **EDIT DOCUMENT** at the bottom of your screen. Click in the text box for the verbiage that you want to edit. Make your edits (additions or deletions of text). You may paste in text from another document. When you have made all edits, you MUST click **SAVE** at the bottom of the screen. Your screen will return to the full screen view of the document.
3. Performance Plan– Display the desired document on the screen. Click **EDIT DOCUMENT** at the bottom of your screen. Click in the text box for the verbiage that you want to edit. Make your edits (additions or deletions of text). You may paste in text from another document.

   To "hide" an element (KSA, performance element, interview question), uncheck the box next to the element.
   To display the element again, re-check the box.

   Once all edits above are made, click **SAVE** at the bottom of the screen. Your screen will return to the full screen view of the document.

TO ACCESS AN AGENCY POSITION FILE

1. Click on **AGENCY POSITION FILES** from the Classification Main Menu.
2. Click on the name of the position file to view it. You can search for position files by pay plan, grade, series, position title, or file name. Then click on **SUBMIT**.
3. Unless you have the APF Coordinator role, you cannot make any changes to the "Agency Position File" unless you first save a copy of the file into your user account. To do this, open the position file and select **SAVE TO ANOTHER FILE** from the top of the screen.
4. Enter a file name, and then click on **USER PICK LIST** to select a user account in which to save the file.
5. Click on **SAVE POSITION FILE**. The file can now be viewed by accessing "My Position Files" from the Classification Main Menu.

TO VIEW A POSITION FILE OF AN ASSOCIATED USER

This feature allows users to view the position files of other users in cases in which official duties require such a review (you are the servicing HR Specialist for a user, etc). The association of user to user for this purpose is strictly controlled and is established only by your agency's ADS System Administrator. If you need to have other users associated to you, contact your supervisor or your agency's ADS System Administrator.

1. Click on **ASSOCIATED USER POSITION FILES** from the Classification Main Menu.
2. On the next screen you will see a list of users that are associated to you. Click on the **LAST NAME** of the user. If you have many users associated to you, use the search function by last name, first name, or role (HR Specialist, Manager) to find a particular associated user.
3. The next screen will list all of the position files for that particular user. Click on the NAME OF THE FILE to view the file. You can make edits to the file. Keep in mind that any edits that you make will be saved as part of the file and be viewable by the associated user.
4. When you are finished reviewing and/or editing the file, the file is accessible by the associated user under his or her "My Position Files".